

DD/S 58-4458

12 NOV 1958

SECRET

MEMORANDUM FOR: Special Assistant for Training, DD/S

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SUBJECT : Admin Conference at [REDACTED] 1958

1. In line with the suggestion at the recent Admin. Conference I am attaching SE Division's answers to the questions proposed regarding the processing of Administrative Plans and Fiscal Annexes. I hope this is sufficient for your purposes.

2. In general, my reaction to this year's conference was that it was a great success and far superior to the first conference. I believe this is a result of better planning, a more concise agenda, and there seemed to be an indication of a better knowledge by the participants of the subjects covered.

3. With respect to the suggestion that this conference be held twice a year rather than annually, I feel that the semi-annual meeting is desirable but that it should be restricted to two days rather than the present three.

4. I further suggest that consideration be given to inviting the Deputy Chiefs of Support of the various divisions to attend at least one of the semi-annual conferences. As you know, most of the Support specialists in the area divisions such as the Chief of Personnel and the Chief of Budget and Fiscal attend their special conferences [REDACTED] Up to this point, no such arrangements have been made for the Deputy Chiefs of Support, and I feel that their participation in at least one of the semi-annual meetings would be of great benefit to them.

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Att. (1)

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